

PLEASE POST

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE

P.O. Box 837 ~ Sells, Arizona 85634

Phone: (520) 383-6540 ~ Fax: (520) 383-4676

Website: www.tonation-nsn.gov



Job Summary - April 18, 2016

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2016 Salary
Executive					
4740	Advocate	Advocate Attorney, Senior (Part-Time)		2/29/2016	\$ 38,698.40
4787	Advocate	Advocate Attorney (Part-Time)		3/14/2016	\$ 35,058.40
4780	Executive Office	Legal Assistant	CR, CL	2/29/2016	\$ 20.57
4794	Executive Office	Administrative Assistant	CR	4/11/2016	\$ 14.93
General Support Services					
4687	Department of Information & Technology	Systems Administrator		11/16/2015	\$ 68,408.00
4793	Grants and Contracts	Office Specialist	CR, CL	3/21/2016	\$ 12.87
Justice Programs					
4654	Attorney General	Assistant Attorney General CL I	Re-Advertised	4/18/2016	\$ 83,348.00
Department of Health and Human Services					
4728	Community Health	Registered Nurse		1/25/2016	\$ 85,432.00
4628	Health Transportation Services - Site: Ak Chin	Transit Driver		3/28/2016	\$ 13.20
4807	Behavioral Health	Director of Clinical Services		3/28/2016	\$ 87,567.00
4829	Family Assistance	Office Specialist	CR, CL	4/11/2016	\$ 12.87
4833	Management of Health	Office Specialist	New, CR, CL	4/18/2016	\$ 12.87
Department of Education					
4779	Early Childhood - Site Sells	Child Care Specialist		2/29/216	\$ 9.57
4737	Early Childhood - Site: San Lucy	Teacher		1/4/2016	\$ 19.10
4669	Early Childhood - Site: Pisinemo	Teacher Aide		1/19/2016	\$ 11.66
4736	Early Childhood - Site: San Lucy	Cook		1/4/2016	\$ 11.66
4666	Early Childhood - Site: Vaya Chin	Cook		2/1/2016	\$ 11.66
4663	Early Childhood - Site: Pisinemo	Bus Driver/Custodian		11/2/2015	\$ 14.92
4570	Recreation - Site: Hickiwan	Principal Lifeguard (Occasional)	CL	2/1/2016	\$ 12.87
4573	Recreation - Site: Pisinemo	Principal Lifeguard (Occasional)	CL	2/1/2016	\$ 12.87
4574	Recreation - Site: Al Jek	Principal Lifeguard (Occasional)	CL	2/1/2016	\$ 12.87
4577	Recreation - Site: Pisinemo	Water Safety Specialist (Occasional)	CL	2/1/2016	\$ 11.66
4822	Recreation - Site: Pisinemo	Maintenance Technician		4/11/2016	\$ 12.25
4578	Recreation - Site: Hickiwan	Water Safety Specialist (Occasional)	CL	2/1/2016	\$ 11.66
4579	Recreation - Site: Al Jek	Water Safety Specialist (Occasional)	CL	2/1/2016	\$ 11.66
4657	Recreation - Site: Sells	Maintenance Technician	New	4/18/2016	\$ 12.25
4808	Scholarship Fund	Eduction Assistance Administrator	New	4/18/2016	\$ 56,145.00
Department of Natural Resources					
4560	Range Conservation	Heavy Equipment Mechanic	CL	8/31/2015	\$ 20.08
4770	Well Maintenance	Well Maintenance Technician		2/16/2016	\$ 15.68
Department of Planning and Economic Development					
4653	Realty	Realty Specialist		2/16/2016	\$ 20.57
Department of Public Safety					
4529	Law Enforcement	Financial Crimes Investigator		11/30/2015	\$ 28.36
4816	Law Enforcement	Maintenance Technician		4/4/2016	\$ 12.25

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DESERT DIAMOND WEST VALLEY RESORT LOCATION: GLENDALE, ARIZONA

The Tohono O'odham Nation Police Department is only accepting applications from candidates who are current Arizona police officers or from candidates who possess an active Arizona POST certification.

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Department of Public Safety					
4556	Tribal Employment Rights Office - Site: West Valley	TERO Compliance Officer	Re-Advertised	4/18/2016	\$ 22.15
4610	Law Enforcement - Site: West Valley	Police Officer (6 Vacancies)	Lateral	6/22/2015	\$ 24.45
4617	Law Enforcement - Site: West Valley	Financial Crimes Investigator		11/30/2015	\$ 28.36
General Support Services					
4688	Department of Information & Technology	Systems Administrator		11/16/2015	\$ 68,408.00

Open Until Filled: Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

Current Employees: must be in your current position for six (6) months prior to applying for another job opening. (Section III. H.h)
This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

NOTE: All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any positions, except Receptionist.

FOR CLERICAL TESTING

Clerical testing is reserved for **Monday-Friday 8:30am-10:30am and 1:30pm—2:30pm EXCEPT ORIENTATION FRIDAY'S.**
If applying contact Human Resources at (520) 383-6540 to schedule an appointment.

Clerical test results must be submitted with your application packet, to be considered "complete".

IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following on or before the closing date: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record, and clerical results, if required, to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE. Applications and supporting documents become the property of the Tohono O'odham Nation.

Indian Preference and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

OPEN CONTINUOUS RECRUITMENT

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer (Recruit & Lateral)	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL)	Open Continuous

OTHER EMPLOYER'S RECRUITMENT

Intermountain Centers for Human Development

Positions - Site: Sells

Counselor II/Therapist

Recovery Coach

Houseparent Couple (Tucson)

Please contact Angelica Gonzales, HR/Training Specialist at agonzales@ichd.net or Recruiting.com CRM.

Pima County Recorders' Office

7010 - Clerk Senior Unclassified

Must be able to speak, or at minimum understand, the Tohono O'odham language, understand the Nation's culture and be a registered member of the Tohono O'odham Nation. The successful candidate for this position is also required to be a registered voter in Pima County. Information on how to apply is located at:

<http://webcms.pima.gov/cms/One.aspx?portalId=169&pageId=2883>

or contact Kim Challender at (520) 724-4357.

Community Development Financial Institution of the Tohono O'odham Nation

P O Box 3130

Sells AZ 85634

(520) 383-0790

Job Title: Finance/Compliance Manager

Closing Date: Open Until Filled

Pay: DOE

All complete applications should be submitted to the CDFI Office for processing by closing date to be considered for position.

Sells District

P O Box 910

Sells AZ 85634

(520) 383-2281

Job Title: District Treasurer

Closing Date: Open Until Filled

Candidates must submit a letter of interest along with an updated Resume to the Sells District Council. The letter and Resume must be delivered to the Sells District Office located at AZ Highway 86, Milepost 112 in Sells, AZ 85634. For more information call Sells District.

Chukut Kuk District

P O Box 278

Sells AZ 85634

Phone (520) 383-2080 Fax: (520) 383-5788

E-Mail: ckoffice@chukut-kuk.org

Job Title: Financial Analyst

Open Until Filled/For Immediate Hire

Tohono O'odham Ki:Ki Association

Job Title: VASH Case Manager

Closing Date: Open Until Filled

Pay: DOE

Please contact Tohono O'odham Ki:Ki Association at (520) 383-2202

DaVita Dialysis Clinic

Job Title: Patient Care Technician

Pay: DOE

For more information call DaVita Dialysis Clinic at (520) 383-1700 or Apply online at davita.com.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
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4654

Re-Advertised

JOB ANNOUNCEMENT

JOB TITLE: ASSISTANT ATTORNEY GENERAL CL I

SALARY: \$83,348.00, PLUS BENEFITS

OPENING DATE: April 18, 2016

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: Justice/Attorney General

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, provides legal advice and representation to all officials, agencies, departments, divisions and branches of the Tohono O'odham Nation (Nation). Represents the Nation in all legal proceedings, and in other matters that affect the legal interests of the Nation.

MINIMUM QUALIFICATIONS:

- Juris Doctor and one year progressively responsible experience in the legal profession.

—AND—

- Member of the Arizona State Bar.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
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JOB ANNOUNCEMENT

JOB TITLE: OFFICE SPECIALIST

SALARY: \$11.10 - \$12.87* PER HOUR, PLUS BENEFITS

OPENING DATE: April 18, 2016

CLOSING DATE: Open Until Filled

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. *This position has career ladder opportunities. If there are no qualified applicants, applicants with some experience can be placed at a level consistent with present qualifications and move up the ladder until full Office Specialist level is met. Clerical testing is required to determine appropriate career ladder level.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: DHHS/Management of Health

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, provides secretarial assistance to director, office manager, and/or administrative assistants on a day-to-day basis.

SCOPE OF WORK: To provide secretarial assistance to the Program Manager, office manager, and administrative assistants while exercising superior customer service for internal and external customers.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in general clerical work, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must type 40 Words Per Minute and demonstrate 50% proficiency in grammar, spelling and math.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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JOB ANNOUNCEMENT

JOB TITLE: MAINTENANCE TECHNICIAN

SALARY: \$12.25 PER HOUR, PLUS BENEFITS

OPENING DATE: April 18, 2016

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Education/Recreation

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, provides maintenance and upkeep of grounds, repairs of buildings and equipment of the Tohono O'odham Nation.

SCOPE OF WORK: To provide recreational services to the members of the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months work experience in facilities or maintenance, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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4808

JOB ANNOUNCEMENT

JOB TITLE: Education Assistance Administrator

SALARY: \$56,145.00 PER ANNUM, PLUS BENEFITS

OPENING DATE: April 18, 2016

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: Dept. of Education/Scholarship Fund

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, accomplishes the division's strategic objectives by planning, organizing and directing all functions required to operate and maintain activities and services. Ensures Tohono O'odham Education Assistance Division operates efficiently and effectively in accordance with established policies, procedures, regulations, and protocol.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Education, Guidance Counseling or closely related field, and four years' work experience in teaching or counseling, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Two years supervisory experience.

—AND—

- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona driver's license (No DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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Re-Advertised

JOB ANNOUNCEMENT

JOB TITLE: TERO Compliance Officer
SALARY: \$22.15 HOURLY, PLUS BENEFITS

OPENING DATE: April 18, 2016

CLOSING DATE: Open until filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: DPS/Tribal Employment Rights Office

JOB LOCATION: Glendale, AZ

POSITION SUMMARY: Under general supervision, enforce the Tribal Employment Rights Ordinance No. 01-85 in the employment, training, contracting, and subcontracting that protects the rights of Native American Indians by eradicating employment discrimination.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Human Resources or related field and one year work experience in employment and training or equivalent combination of training and work experience that demonstrates the ability to perform the duties of the position.

—AND—

- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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